ORGANIZATION, RELATIONSHIPS AND FUNCTIONS

of the

CAREER SERVICE BOARDS

7 May 1952

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I. Organization of the CAREER SERVICE BOARDS

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DCI

CIA CAREER SERVICE BOARD

Deputy Director of Central Intelligence
Deputy Director/Plans
Deputy Director/Intelligence
Deputy Director/Administration
Inspector General
Assistant Director (Personnel)
Director of Training
Three Assistant Directors (or Office Heads), each
to serve for terms of six months' duration (see
attached Schedule A)
Executive Secretary - Non-voting

Three members of the Board constitute a quorum.
If a member can not be present, he may send a representative who will not, however, be counted in
determining whether a quorum is present, nor may
he cast a vote, formally, on behalf of his principal. The Board will hold scheduled monthly
meetings, and agenda and minutes of meetings will
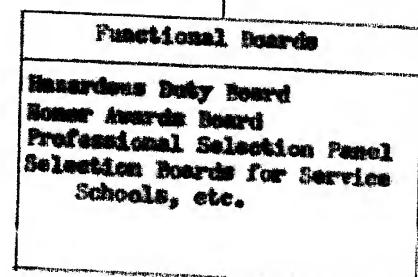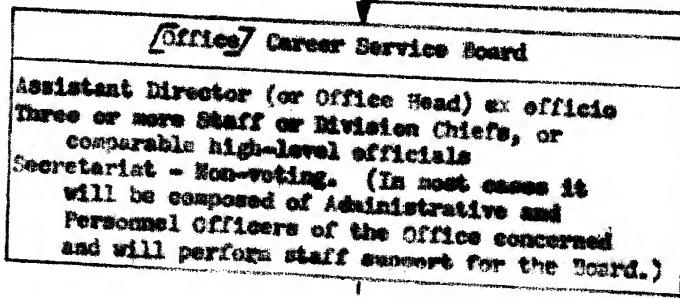be distributed to all persons on Schedule A.

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The Career Development Staff of the
Office of Personnel serves as the
Secretariat of the CIA Career Service
Board and the Chief, Career Development Staff serves as the Executive
Secretary of the Board.

Note: The 17 Office Career Service Boards,
with composition as shown at the lower
left, are located in the following
units of CIA:

OSO	CO	Training
OPC	ORR	Personnel
COMINT	OCD	Administration
TSS	OCI	General Services
	OSI	IAD
	ONE	Procurement
		Finance

[Office] Career Service Board

Assistant Director (or Office Head) ex officio
Three or more Staff or Division Chiefs, or
comparable high-level officials
Secretariat - Non-voting. (In most cases it
will be composed of Administrative and
Personnel Officers of the Office concerned
and will perform staff support for the Board.)

Functional Boards

Hazardous Duty Board
Honor Awards Board
Professional Selection Panel
Selection Boards for Service
Schools, etc.

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II. Functions of the CIA Career Service Board

1. Develops policy governing the Career Service Program for approval by the DCI and serves as his advisor on all matters concerning the Program.

2. Supervises and reviews the functioning of Office Career Service Boards.

3. Establishes and maintains an Inventory of Executives (GS 15 and above).

4. Makes recommendations for filling key positions in the Agency with personnel from the Inventory of Executives.

5. Reviews evaluation of personnel contained in the Inventory of Executives and recommends rotation programs for their further development.

6. Approves the allocation of Rotation Loan Slots to Office Career Service Boards. (see Schedule B)

7. Appoints supporting groups or Boards for handling specialized functions on an Agency-wide basis, such as Hazardous Duty Board; Honor Awards Board; Selection Board for Service Schools; Professional Selection Panel; etc., drawing on Agency personnel as necessary.

8. Prepares and submits annually to the DCI a summary of the operation of the CIA Career Service Program.

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III.   Functions of the Secretariat of the CIA Career Service Board

1. Recommends to the CIA Career Service Board ways and means of improving the CIA Career Service Program.

2. Performs all secretariat and administrative functions for the CIA Career Service Board. These include, but are not limited to:

   a. Maintaining master files concerned with Career Service matters on a current basis for the CIA Career Service Board, including agenda and records of meetings.

   b. Transmitting to the CIA Career Service Board recommendations of the Office Career Service Boards for consideration and current status of rotation appointments for review.

   c. Initiating and supervising such studies as are needed to improve the Career Service Program.

   d. Assisting Office Career Service Boards in effecting rotation appointments.

   e. Submitting unresolved inter-Office Board problems to the CIA Career Service Board for decision.

   f. Coordinating with the Office of Training training arrangements and needs respecting the CIA Career Service Program.

   g. Acting in support of Boards established by the CIA Career Service Board for handling specialized functions on an Agency-wide basis.

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IV. Functions of an /Office/ Career Service Board

1. Serves as advisor to the Assistant Director (or Office Head) on all matters pertaining to the Career Service Program.

2. Directs within the Office the application and functioning of the Career Service Program, including but not limited to:

   a. Executing relevant decisions of the CIA Career Service Board and making recommendations to the CIA Career Service Board for improvement of the Career Service Program.

   b. Sponsoring, developing and executing the Career Service Program of the Office concerned, including an intra-Office rotation system, and reporting periodically to the CIA Career Service Board.

   c. Reviewing Personnel Evaluation Reports and proposed development, training, assignment, advancement and promotion plans for individuals.

   d. Recommending cancellation or continuance of career development actions.

   e. Participating in the development and execution of approved extra-Office rotation systems.

   f. Submitting a semi-annual Personnel Evaluation Report to the sponsoring Office on each rotation appointee from another Office.

   g. Ensuring that the rotation appointees detailed by their Office to another Office are not overlooked for warranted promotion and ensuring that rotation appointees received by their Office are productive and their assignments commensurate with the purpose of the appointments.

   h. Reviewing continuously conditions of service and duty with a view to making recommendations to the CIA Career Service Board concerning working conditions and benefits that can strengthen morale and increase "esprit de corps".

   i. Reviewing continuously the personnel intake of the Office, especially at the junior professional level, with a view to ensuring the acquisition of highly-qualified, versatile persons with long-range potentiality.

3. Supervises supporting groups or Boards as appropriate for handling specialized functions, assigning to them Office personnel as necessary.

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Schedule A

Tours of Duty

of

ASSISTANT DIRECTORS (or Office Heads)

with the CIA CAREER SERVICE BOARD

1. According to the following schedule there is at all times an Assistant Director serving as a member of the Board, from each of the principal areas of command; DD/P, DD/I and DD/A. Since each individual serves for a term of six months, and since the number of available individuals in each area is different, the rotation cycle varies in each area of command as follows:

DD/P area 5 available cycle complete in 30 months		DD/I area 7 available cycle complete in 42 months		DD/A area 7 available cycle complete in 42 months	
Jul 52–Aug 52	ADSO	Jul 52–Oct 52	ADCI	Jul 52–Dec 52	Security Officer
Sep 52–Feb 53	ADPC	Nov 52–Apr 53	ADCD	Jan 53–Jun 53	General Counsel
Mar 53–Aug 53	ADCO	May 53–Oct 53	ADTO	Jul 53–Dec 53	Chief, Medical Staff
Sep 53–Feb 54	ADD/P/Admin	Nov 53–Apr 54	ADSI	Jan 54–Jun 54	ADD/A
Mar 54–Aug 54	AC/TSS	May 54–Oct 54	ADRR	Jul 54–Dec 54	Comptroller
Sep 54–Feb 55	ADSO	Nov 54–Apr 55	ADNE	Jan 55–Jun 55	Chief, Proc. & Supply
Mar 55–Aug 55	ADPC	May 55–Oct 55	ADIC	Jul 55–Dec 55	Chief, Gen. Services
Sep 55–Feb 56	ADCO	Nov 55–Apr 56	ADCI	Jan 56–Jun 56	Security Officer
etc.		etc.		etc.	

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2. Retirement and Replacement Schedule

Jul-Aug 1952	ADSO ADCI Security Officer
Sep-Oct 1952	ADCI Security Officer ADPC
Nov-Dec 1952	Security Officer ADPC ADCD
Jan-Feb 1953	ADPC ADCD General Counsel
Mar-Apr 1953	ADCD General Counsel ADSO
May-June 1953	General Counsel ADSO ADOO
Jul-Aug 1953	ADSO ADOO Chief, Medical Staff
Sep-Oct 1953	ADOO Chief, Medical Staff ADD/P/Admin
Nov-Dec 1953	Chief, Medical Staff ADD/P/Admin ADSI

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Jan-Feb 1954	ADD/P/Admin
	ADSI
	ADD/A
Mar-Apr 1954	ADSI
	ADD/A
	AC/TSS
May-June 1954	ADD/A
	AC/TSS
	AD/RR
Jul-Aug 1954	AC/TSS
	AD/RR
	Comptroller
Sep-Oct 1954	AD/RR
	Comptroller
	ADSO
Nov-Dec 1954	Comptroller
	ADSO
	ADNE
Jan-Feb 1955	ADSO
	ADNE
	Chief, Procurement and Supply
Mar-Apr 1955	ADNE
	Chief, Procurement and Supply
	ADPC
May-June 1955	Chief, Procurement and Supply
	ADPC
	ADLC
Jul-Aug 1955	ADPC
	ADLC
	Chief, General Services

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Sept-Oct 1955

ADIC
Chief, General Services
ADCO

Nov-Dec 1955

Chief, General Services
ADCO
ADCI

Jan-Feb 1956

ADCO
ADCI
Security Officer

etc.

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Schedule B

ROTATION LOAN SLOTS

1. Rotation Loan Slots, "open" with respect to grade and over and above the normal T/O of the Offices, are allotted to the Offices as indicated below. Only personnel on "loan" rotation appointment will be carried against these slots. These slots will only be used to effect rotation appointments when "exchange" rotation is not practical.

2. The allotments of Rotation Slots are as follows:

Unit		Total
Office of the DCI	1	1
Office of the DDCI		
Training	1	1
Office of the DD/P		
DD/P	1	
AD/OPC	6	
AD/OSO	4	
AD/COMMO	3	
TSS	1	
OO	2	17
Office of the DD/I		
DD/I	1	
OCD	2	
ONE	3	
OCI	3	
ORR	4	
OSI	3	16
Office of the DD/A		
DD/A	1	
Personnel	1	
Procurement	1	
Finance	1	
I&S	1	5
Held in reserve by the CIA Career Service Board		10
TOTAL		50

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